

6 JUL 1976

MEMORANDUM FOR THE RECORD

FROM : [REDACTED]  
Secretary

SUBJECT: Minutes of the 24 June 1976 OTR Staff Meeting

1. The 24 June 1976 OTR Staff Meeting convened at 1400 hours and adjourned at 1545 hours. The DTR opened the meeting by welcoming [REDACTED] to the session.

2. [REDACTED] stated that the Director is concerned about over-classification of material in the Agency and in the Community as a whole. He has asked that people look at the provisions of Executive Order 11652 and how they are being applied. The Agency is not completely complying with these classification guidelines. She noted the difficulty in determining what should be Confidential and what should be Secret and referred to the problem of training on classification. The act of classifying a document should be a conscious decision. A working group on DDA Information Systems is being established to consider the major problem of entire systems which must be classified but whose individual parts do not necessarily need to be classified. She cited the Time and Attendance system in which a T&A on an overt employee is not classified.

3. [REDACTED] also noted the declassification program and stated that each Directorate will have a declassification staff. She pointed out the problem of the Information and Privacy Staff declassifying documents for release to requestors and the need for notifying the holders of the same documents of this declassification. Executive Order 11905 includes a challenge for a vigorous declassification program throughout the Community, for which the Agency will probably have to assume a leadership role. People should be asking basic

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questions such as: Why do we classify documents, and can we protect information by another method? For example, a document does not necessarily need to be classified in order to protect intelligence sources and methods. She suggested a system in which a document with a name and cover unit specified would be marked Sources and Methods and not classified.

STATINTL

4. [REDACTED] stated that she is compiling a list of things which she feels should be included in the coverage of the classification problem in training courses. She will submit this list to OTR. The DTR stated that this coverage should be included in any orientation course and in other courses as appropriate. The members made several suggestions for this coverage, including a program for classifiers in the auditorium and a videotape available in the Media Center.

[REDACTED] stated her desire that Agency Records Management Officers be responsible for distributing material on classification. In closing, she referred to the basic documents which cover classification: EO 11652, the NSC implementing paper, Agency regulations, and a booklet put out by the Interagency Classification Review Committee. The DTR asked her to send OTR a few copies of the latter and requested that she send her list to OTR for consideration.

STATINTL

5. [REDACTED] discussed the current EEO situation in the Agency. We are required to submit an Affirmative Action Plan to the Civil Service Commission each fall. This has resulted in outside pressures on the Agency when people compare the plan with the results. Accomplishments for FY 76 included the Off-Campus Program, as part of Upward Mobility, which was most successful, and the goal for EEO training was met. Problems identified included the need to train OTR managers in their EEO responsibilities and the need for an EEO organization and training at the [REDACTED]

[REDACTED] noted that more hostility toward the EEO concept was evident in the most recent running of the EEO Seminar than at any time in the past year. He expressed considerable uncertainty as to the reasons. Chief, CTP, stated that Mr. Colby's emphasis on EEO had resulted in the recruiters doing a better job of getting qualified minority candidates for the CTP. [REDACTED] stated that currently the age factor is the greatest contributor to grievance cases. He concluded by pointing out that the Agency is quite vulnerable to EEO complaints concerning black employees, but is in fairly good shape on women.

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6. The Secretary reported that the second issue of the OTR Newsletter was in TAP being typed on stencil. He pointed out that this version will be considerably simpler, without fancy cover. It will contain a biography of the DTR, some 2 1/2 pages of personnel data, and an article on the new [REDACTED]

STATINTL

7. The group reviewed the OTR Personnel Report. It was stated that one new employee would be reporting in on 25 June.

8. The DTR requested status reports on pending actions. On the new list of people for the eminent speaker program, the DDTR suggested and it was agreed that a draft list be submitted to O/DTR prior to preparation of the final memorandum. [REDACTED] called attention to the draft list of actions discussed at the OTR Planning Conference and asked the Unit Chiefs to submit comments to him. He noted that a number of the items did not carry deadlines. The DTR asked the members to establish their own deadlines where practical.

STATINTL

9. The DTR reported significant items from the DDA morning meeting. He then went around the table for items from the members.

[REDACTED] STATINTL

OTR Staff Meeting  
Thursday, 24 June 1976, 1400 hours

STATINTL

AGENDA

1. Issues in Classification Management

2. OTR's EEO Affirmative  
Action Plan for FY 1977

3. OTR Newsletter

4. OTR Personnel Report

Mr. Fitzwater

5. OTR Pending Actions

Mr. Fitzwater

6. The Day's Events